

SITE VISIT NOTES

DATE : September 2, 2014 at 2:00 p.m.
SUBJ. : Site Visit for Cons HVAC Upgrade (14-Q-3022)
PARTICIPANTS : Attendees cited in Access Request
Michael Fundahn A/GSO
Carl Edwards Maintenance Supervisor
Robert Warner Maintenance Supervisor
Erhan Uzun Maintenance Eng. Supervisor
Sezin Colak Acquisitions Agent

USG (United States Government) representatives welcomed all attendees for the site visit of the 'repair of the CMR's heating system' project. The following issues were discussed:

1. Meral Yalhi provided the following general information on the solicitation:
 - 1.1. This contract is a firm fixed price contract to provide services to repair the existing CMR residence's heating system, including all labor, material, equipment, and services.
 - 1.2. The purpose of the site visit was to convey the solicitation process and provide a chance for the offerors to inspect the site prior to providing a bid.
 - 1.3. Offerors are to provide proposals complete with all the required information:
 - 1.1.1. SF 1442: fill in item numbers 14, 15, 17, 19, and 20. All prices are to be in USD currency.
 - 1.1.2. Price: Sections B and Breakdown of Price are to be filled in.
 - 1.1.3. Work Schedule: in the form of a "bar chart".
 - 1.1.4. Submittals: catalogues of material, as required.
 - 1.1.5. Company and sub-contractor information
 - 1.1.6. Experience and Past Performance: for ongoing and completed work for the past 3 years.
 - 1.1.7. Financial Statements: valid for last 3 years.
 - 1.2. The following amount of insurance is required; bank guarantee worth 20% of the contract total will be provided:
 - 1.2.1. Bodily: Cumulative \$50,000
 - 1.2.2. Property: Cumulative \$100,000
 - 1.3. The awardee is to provide a list of personnel and scanned copies of IDs (kimlik) for security access which will take approximately 5-8 weeks.
 - 1.4. The deadline for questions is 9/5/14 at 10:00 a.m.; proposals are due in electronic and hard copies on 9/9/14 at 10:00 AM.
2. Erhan Uzun provided a general summary of the SOW and a walk through of the Consular office and the roof were conducted. He provided the following information:
 - 2.1. The general technical requirements on both A/Cs and the process of changing units, electrical requirements, wiring and connections was provided.
 - 2.2. The new A/C is of a larger capacity than the existing one. The existing A/C is 34kw and the new one is 52kw. All necessary electrical upgrades are contractor's responsibility.
 - 2.3. On the roof, both the existing and the new A/Cs were shown. The current path will be used; but if any modification is required, it will be the contractor's responsibility.
 - 2.4. Dismantling the old A/C from the roof and delivering to the designated area will be under the full responsibility of the contractor.
 - 2.5. In the Consular building, the main switch and distribution panel were shown along with the existing A/C's fan and cooling unit.

USG thanked the attendees for showing interest to this solicitation and the meeting was adjourned.